



Albert Einstein College of Medicine

## Missing Student Policy

### I. Purpose

As required by federal law, Einstein has established the following policy and procedure to address situations when a student who resides in on-campus housing is determined to have been missing for 24 hours.

### II. Scope

This policy applies only to students who reside in Einstein/Montefiore housing, which is defined as housing is (1) owned or controlled by Montefiore/Einstein or located on property that is owned or controlled by Montefiore/Einstein, and (2) located within the reasonably contiguous geographic area that makes up an Einstein campus. The policy does not apply to students residing in apartments or other residences not leased or licensed by Einstein/Montefiore.

### III. Policy

#### A. Reporting Missing Students

All reports of missing students should be directed to Einstein's Security Department, the dean or program director of the academic program in which the student is enrolled, or the Housing Office.

Any reports made to the program dean or director or the Housing Department will be referred immediately to the Einstein Security Department.

#### B. Designation of a Contact Person

All undergraduate students who apply for student housing must designate on their application for housing a contact person who Einstein will notify within 24 hours of the determination that the student is missing.

All graduate students must designate such a contact person on their application for student housing.

The Housing Department will keep information about a student's emergency designated contact person confidential. The information will be disclosed only to authorized campus officials and to law enforcement personnel, but only when it is necessary to further a missing person investigation.

#### C. Mandatory Notifications

Students under the age of 18 (who are not emancipated) should be aware that Einstein is legally required to notify a parent or guardian within 24 hours of the determination that the student is missing. In such cases, Einstein will notify both the parent/guardian and any additional contact person that has been designated by the student.

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In addition, all students should aware that Einstein will notify the New York City Police Department (“NYPD”) within 24 hours of a determination that any student is missing, regardless of that student’s age or whether that student has designated a contact person.

#### D. Procedures

##### 1. Immediate Response

Once it has been determined that a student who resides in on-campus housing has been missing for 24 hours, Einstein will take the following immediate steps:

- a. Security Department personnel designated by the Chief of Security will respond to the scene and interview the individual who reported the student missing and any other witnesses to obtain all pertinent facts, including an accurate description of the student, what he or she may be wearing, and the location and time where he or she was last seen.
- b. The Security Department personnel responding to the scene as provided above will notify the Chief of Security of all pertinent facts prior to initiating any additional action.
- c. The Chief of Security, or his or her designee, will:
  - i. Contact the Director or Assistant Director of the Housing Department or such other personnel as they may select in order to determine if he or she is aware of the student having left campus for any reason;
  - ii. Contact the program dean or director, Executive Dean, Associate Dean for Finance and Administration, Office of the General Counsel, and such other personnel as they may select; and
  - iii. Obtain copies of the student’s ID card from the Einstein Security Office and distribute copies to all security posts.
- d. If the location where the student was last seen was an Einstein Building, a search team will be formed to perform a thorough search of the building and the outside perimeter. The search team will then broaden its search to the rest of the campus buildings and grounds.
- e. The Security Department will inform supervisory personnel of the missing student.
- f. The Security Department will contact the New York City Police Department 49th Precinct at 718-918-2000 to inquire if the missing student has been the subject of any police action.
- g. The Security Department will prepare an Incident Report.

## 2. Response Within 24 Hours

Within 24 hours of making the determination that a student who resides in on-campus housing is missing, Einstein will take the following steps:

- a. The Security Department, the program dean or director, or the Housing Department will notify the student's designated contact person (if the student has designated one) that the student is missing.
- b. If the student is under the age of 18 (and not emancipated) the Security Department, the program dean or director, or the Housing Department will notify the student's parent or guardian that the student is missing.
- c. The Security Department, the program dean or director or the Housing Department will notify the NYPD.

## 3. Cooperation with the New York City Police Department

Once the NYPD has been notified, Einstein will cooperate with the NYPD as follows:

- a. The Security Department will advise the NYPD of all actions taken by the Security Department and other Einstein personnel up to that point.
- b. The Security Department will provide the NYPD with an office near the Security Office to be utilized as a police command post.
- c. The Security Department will work with the NYPD to ascertain whether the NYPD Missing Persons Bureau has any information about the student.
- d. The Security Department will request that the Precinct Detective Squad be notified for appropriate response.
- e. The Security Department will request that the NYPD Communications Division broadcast a description of the missing student to patrol units.
- f. The Security Department will request that the NYPD enter the missing person into the Federal N.C.I.C system at the conclusion of the NYPD investigation.

If the Security Department, the Program Dean or director, or the Housing Department is properly notified that a missing person has been located, they may inform the student's parents or guardian (in the case of students under the age of 18 who are not emancipated and/or the student's designated contact person (if any)).

## IV. Definitions

**Missing Person:** A student is considered to be "missing" when a student who resides in non-campus housing has been absent from Einstein for more than 24 hours without any reason.

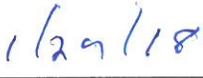
**V. Effective Date**

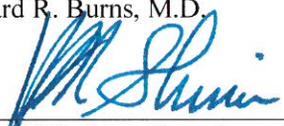
Effective as of: January 1, 2018

**VI. Policy Management and Responsibilities**

Einstein's Security Department is the Responsible Office under this Policy. Einstein's Executive Dean and Associate Dean for Finance and Administration is the Responsible Executive, and Einstein's Chief of Security is the Responsible Officers for the management of this policy.

**VII. Approved (or Revised)**

	
_____ Responsible Executive: Executive Dean Edward R. Burns, M.D.	_____ Date

	
_____ Responsible Executive: Associate Dean for Finance and Administration Jed M. Shivers	_____ Date